



**United States Bankruptcy Court
Southern District of West Virginia
wvsb.uscourts.gov**

**VACANCY ANNOUNCEMENT
June 9, 2025**

**Vacancy Announcement Number 25-02
Career Law Clerk to Chief U.S. Bankruptcy Judge B. McKay Mignault
Full-Time Duty Station: Charleston, West Virginia**

**This position is open until filled and interviews will begin immediately.
Position Available August 2025**

Chief Judge B. McKay Mignault is seeking qualified candidates from all backgrounds for the position of Career Law Clerk in her Charleston, West Virginia Chambers in the Robert C. Byrd Federal Courthouse. This position is a full-time position and reports directly to Judge Mignault. This is not a remote position.

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, writing sample, law school transcript, a reference list, and two letters of recommendation. Applicants may either submit their materials via a forthcoming job posting on OSCAR or by e-mailing their application packets to wvsb_hr@wvsb.uscourts.gov.

ABOUT THE SOUTHERN DISTRICT OF WEST VIRGINIA

The Southern District of West Virginia encompasses one of the most beautiful areas of the Appalachian region. Included in that area is the United States' most recent national park, the New River Gorge National Park & Preserve, and Judge Mignault's duty station sits right at the point where the Kanawha River branches out into the Elk River. The Robert C. Byrd Federal Courthouse is centrally located in Charleston and boasts many amenities, including an underground parking garage, credit union, state-of-the-art gym, ceremonial courtroom, and rotating fine art collection. While Judge Mignault's main Chambers is located in Charleston, the Court regularly travels to Beckley, Bluefield, Huntington, Parkersburg, and Clarksburg, West Virginia for hearings.

DUTIES AND RESPONSIBILITIES

- Conduct substantive legal research and analysis, draft bench memoranda, opinions, and orders. Assist judge in drafting legal documents and preparing for hearings and trials.
- Conduct research using source or digital material. Draft, prepare, and/or edit correspondence, orders, memoranda, and documents that may require substantial research or analysis. Identify unique matters and undertake special substantive assignments.
- Manage day-to-day operations of chambers in a fast-paced environment. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Manage flow of information coming into and going from chambers.
- Perform functions in the court's case management and filing system. Track and monitor calendars, filings, hearings, etc. Handle appropriate court-centered administrative responsibilities.
- Oversee and distribute information and assignments to law clerks and interns. Participate in selection, orientation, and training of law clerks and externs.

REQUIRED QUALIFICATIONS:

A juris doctor from a law school of recognized standing. Graduation within upper third of law class. A minimum of two years of progressively responsible legal experience received after graduation. Prior experience as a law clerk. Bar membership (inactive status meets requirement). Superior analytical ability and strong legal research and writing skills. Highly organized and capable of managing a variety of legal and administrative tasks in an efficient manner. Excellent communication and interpersonal skills, both oral and written. Consummate professionalism, discretion, and integrity. Initiative and ability to work independently and as part of the chambers team. Experience managing a team or directing a project or program. Knowledge of cloud-based applications, MS Office products, as well as other standard applications, such as Adobe.

PREFERRED QUALIFICATIONS:

Previous experience as a law clerk to a bankruptcy judge and/or experience practicing bankruptcy law.

Benefits:

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered “At Will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “At Will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and may be subject to periodic updates. Continued employment will be contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

HOW TO APPLY: Qualified applicants must submit an applicant packet which includes:

- A letter of interest detailing your qualifications and experience performing the representative duties;
- A current and detailed resume;
- A writing sample;
- Law school transcript;
- A completed [AO 78 form](#)
- Reference List;
- Two Letters of Recommendation.

Applications will be considered on a rolling basis until the position is filled.

If you fail to provide the required documents, your application package will be considered incomplete and will not be considered any further.

Applicants selected for interviews must travel to Charleston for an in-person interview at their own expense. Virtual conference interviews via Teams may be available for initial interviews.

Travel and relocation expenses will not be reimbursed.

The U.S. Bankruptcy Court for the Southern District of West Virginia and Judge Mignault are Equal Opportunity Employers and Value Diversity in the workplace.